

## **SOURCES SOUGHT**

### **Budget Database Automation System Tool – (ADF-11-0013)**

**This announcement is for information purposes only. The Government seeks to identify interested offerors for this potential procurement action and to gather information that may influence the shape of any future Request for Proposal (RFP). This announcement does not constitute an RFP and it does not restrict the Government to any ultimate acquisition approach or strategy. This announcement does not represent a commitment by the Government in any form. The Government will not pay for any information that is submitted by respondents to this announcement. This is not a request for proposals, quotations or bids. Further, ADF is not at this time seeking proposals and will not accept unsolicited proposals.**

ADF is seeking sources capable of providing the services identified in **Attachment 1**. Interested parties shall furnish the following minimum information:

#### **COMPANY INFORMATION**

- a) Name of company
- b) Name of Point of Contact
- c) Telephone Number, Fax Number, Address, and e-mail address (if available)
- d) Brief summary of company history relative to similar requirements (limited to five (5) pages, single sided, 12 point font with one (1) inch borders.)
- e) Small business standing (e.g. small or large business; Hub Zone status)
- f) GSA Federal Supply Schedule Contract Number

Please provide the above information to [cblackmon@usadf.gov](mailto:cblackmon@usadf.gov) on or before 10:00 AM EST on June 27, 2011. No telephone calls will be accepted.

## **ATTACHMENT 1**

### **I. BACKGROUND**

The US African Development Foundation (ADF) seeks a Budgeting tool to use for internal budget planning. Consolidation of unit budget requests into an organization wide ADF budget template is needed. A Budget Overview table and several other standard budget tables exist but are not integrated with existing budget templates for various organizational units. These unit budgets do not automatically “roll up” into an organizational budget. Similarly, budget templates for individual units are not integrated and do not automatically “roll up” into a unit budget request template.

ADF is in the process of transitioning to an integrated system of accounting for finance, procurement and travel services. This transition includes shifting to a single provider for these services. The new integrated system is planned to be operational for the start of FY 2012 (October 1, 2011).

### **II. SCOPE**

The scope of this contract is focused on providing a SQL type database budget planning tool to support the ADF internal budget creation. Integration of current separate budget templates into a unified database with flexible reporting capacities and appropriate internal control mechanisms is the primary task. Once the annual budget is created, ADF staff will transfer the information to the contractor providing integrated finance, procurement and travel services.

### **III. SPECIFIC TASKS:**

The contractor shall provide an SQL type database integrating all existing budget templates. The database must be able to produce flexible organization wide, unit, and BOC based budget reports. Ability to adjust to new reporting requirements should be provided.

#### **Technical Requirements**

##### **General Requirement**

- A stand alone Web base database, SQL type, budgeting tool.
- An administrator of the database will have full access. Should be able to grant access, update template, and maintain the database.
- Username and password access
- Username should be the department name.
- Three accesses per department: manager, and two members of his or her staff.
- The two designated members of the unit staff should be able to key in budget data.
- Manager's role fundamentally is to approve the unit budget request and submit it to Finance. Manager ability to review the budget detail and rollup of the unit budget and to make appropriate adjustments is required.

- Once a Manager approves the unit budget request and submits it to Finance, the data is no longer editable by the unit staff (it is locked). Read only access is maintained for unit Manager and staff.
- Budget request is categorized into two types of expenditures, CAT A (Operation and Expenses) and CAT B (Program Fund).
- The budget planning tool and database should not be needed major maintenance on an on-going basis.
- Template modification should be flexible enough for USADF staff to accomplish such that it should not require continuing contractor support.

### **Finance Control and Managing Role of Budgeting Process**

- Once a unit budget request is approved by a Manager and the data are locked and sent to Finance. Finance is responsible for review and consolidation into the organization-wide budget request.
- If, upon review, changes need to be made, Finance should be able to unlock and return the unit budget to the unit manager or their designee(s) for correction and resubmission and re-locking to Finance.
- Capacity for Finance to adjust submitted unit requests must be maintained.
- Once a unit budget request is locked by the Manager, only Finance can unlock.
- Finance will provide local currency unit (LCU) exchange rates to each unit as appropriate. The units shall use these rates in creating their budget submission.
- Finance shall retain the ability after receiving a unit budget request (Partner or Field Offices) to further adjust these rates prior to roll-up into the organization-wide budget request.
- After a budget hearing, Budget Committee recommended changes to each budget request are made in a manner to preserve the record of the original unit request and separately the record of the Budget Committee recommendations. The Budget Committee, staffed by Finance, will submit both the consolidated unit requests and the consolidated recommendations and a consolidated budget to the Head of the Agency with a memo for approval.
- Once the budget is approved, Finance will communicate that decision and the corresponding budget details back to each unit and will transfer the approved budget and budget detail to the contractor providing integrated finance, procurement and travel services.
- Budget Amendments after approval will be processed by Finance directly to the contractor providing integrated finance, procurement and travel services.
- The approved budget and budget detail must be automatically transferred on the third party budget templates, which will reside in this database.

### **Field Offices (CAT A)**

- Budget requests are entered in local currency only.

- Each Field Office budget is rolled-up into the headquarters unit budget that is responsible for that country office budget request.

**Partner Budgets (CAT B)**

- Budget requests are entered in local currency only.
- Each partner budget is rolled-up into the headquarters unit budget that is responsible for that Partner budget request.

**Projects (CAT B)** - Budget is entered by country total.

**ADMINISTRATIVE UNITS (CAT A)** - Budget requests are entered in US dollars.

The Contractor shall provide Maintenance, upgrade services, and help desk support. The Contractor shall provide these services within the hours of 8:30 AM and 6:00 PM (Monday through Friday).

The Contractor shall provide Train-the-Trainer Training. The contractor shall provide training on-site at USADF facilities.